



# TOWN OF KITTERY

## PLANNING OFFICE

200 Rogers Road, Kittery, Maine 03904

PHONE: (207) 475-1323

Fax: (207) 439-6806

### APPLICATION: STREET NAME

<b>FEE FOR PLAN REVIEW</b>	<input type="checkbox"/> \$20.00	Amount Paid: \$ _____
		Date: _____

<b>PROPERTY OWNER'S INFORMATION</b>	Name		Mailing Address	
	Phone			
	Email			
<b>APPLICANT'S AGENT INFORMATION</b>	Name		Name of Business	
	Phone		Mailing Address	
	Fax			
	Email			
<b>DESCRIPTION</b>	PROPOSED STREET NAME:			
	Comment:			

#### ARTICLE IV. STREET SIGNAGE

16.32.060 Names.

Streets which join or are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality and shall be subject to the approval of the planning board. (Land use and dev. code § 8.4.1, 1994)

16.32.070 Signs provided.

Street name signs shall be furnished and installed by the developer. The type, size and location shall be as approved by the commissioner of public works. (Land use and dev. code § 8.4.2, 1994)

**THE INTENT OF THIS ORDINANCE IS TO PROVIDE MAILING ADDRESSES AND FOR NOTIFICATION OF SUCH TO THE TOWN ASSESSOR. WHEN AN ENTIRELY NEW STREET IS BEING NAMED THE APPLICANT HAS THE OPPORTUNITY TO SUGGEST NEW STREET NAMES. STREET EXTENSIONS WILL BEAR THE EXISTING STREET NAME(S).**

PLEASE COMPLETE THE REVERSE SIDE OF THIS APPLICATION BEFORE SUBMITTAL TO THE TOWN STAFF

WE THE UNDERSIGNED PROPERTY OWNERS DO HEREBY REQUEST APPROVAL OF THE NAME \_\_\_\_\_  
 FOR A STREET LOCATED OFF OF \_\_\_\_\_ (STREET/RD/LN). UPON APPROVAL BY THE PLANNING BOARD, WE  
 HEREIN ACKNOWLEDGE RESPONSIBILITY FOR EXPENSES INCURRED TO CHANGE OUR MAILING ADDRESS AS WELL AS TO  
 PURCHASE AND INSTALL THE STREET SIGN(S).

**APPLICANT MUST ACQUIRE SIGNATURES OF PROPERTY OWNERS ABUTTING THE STREET:**

PRINTED NAME	SIGNATURE OF PROPERTY OWNER	MAILING ADDRESS	MAP & LOT NUMBER	TELEPHONE NUMBER

Please attach additional pages if necessary.

**THIS SECTION FOR OFFICE USE ONLY:**

DEPARTMENT	COMMENTS	APPROVED (A) OR DENIED (D)	SIGNATURE	DATE
<b>FIRE DEPARTMENT</b>		A D		
<b>POLICE DEPARTMENT</b>		A D		
<b>PUBLIC WORKS</b>		A D		
<b>CODE ENFORCEMENT</b>		A D		
<b>PLANNING</b>		A D		
<b>ASSESSING</b>		A D		
<b>TOWN CLERK</b>		A D		
<b>VOTER REGISTRAR</b>		A D		
<b>PLANNING BOARD</b>		A D		



## **INSTRUCTION FOR SUBMITTING A COMPLETE STREET NAME APPLICATION**

The following information must be provided when submitting a request for Planning Board Review:

- A copy of the tax map indicating the location of the proposed private drive or right-of-way.
- A specific written description of where the private drive or right-of-way is located. (i.e. "off Haley Road, after # 157 between Norton and Bartlett Rd.)
- Identify the lots on the tax map that will be affected (abutters) by the request.
- Identify the name(s) and map/lot numbers of all abutters to the right-of-way and obtain their signatures on the street name application.

### **ALL APPLICANTS – PLEASE READ THE FOLLOWING:**

- Due to emergency (911) services, similar sounding names will not be acceptable (i.e. Maple Lane, Naples Lane, William Drive and Williams Drive, etc.).
- Streets which join or are in alignment with streets of abutting or neighboring properties will bear the same name. (i.e. More than one street name on a continuous street is not acceptable.).
- Subsequent to the approval of a street name by the Planning Board, the Assessor will assign new house numbers. Any costs incurred due to an address change are the responsibility of the individual lot owner(s).
- Subsequent to approval of a street name by the Planning Board, the applicant(s) must notify the Director of Public Works (tel: 207 439 0333) regarding ordering of and installation of street signs. Again, the applicant(s) are responsible for costs incurred for street signs.